

STANDARD FORM NO. 64

**CONFIDENTIAL***Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 9 April 1957

FROM : Acting Chief, Administrative Training

25X1

SUBJECT: Weekly Report No. 15, 2 - 9 April 1957

1. Budget and Finance Procedures No. 1 was completed on 5 April, at which time [ ] took the students to the Finance Division for continuation of their Finance Training.

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2. Operations Support No. 25 was completed on 5 April.

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3. Administrative Procedures No. 72 was commenced on 8 April with a first week's enrollment of [ ]

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4. [ ] conducted the Cable and Dispatch Refresher for the Comptroller's Office on 3, 4, and 5 April with an attendance of [ ]. A second session will be conducted in about a month to take care of the balance of people in the Comptroller's Office who wish to attend this refresher.

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5. [ ] participated in the DD/P cable refresher presented by the Operations School. This refresher was attended by [ ]

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6. [ ] spoke to the Basic Management Group.

7. [ ] had a meeting with [ ] Control Staff, Supply Division, Office of Logistics on 5 April. [ ] explained the new proposed Detached Station Accounting procedure and asked that it be shown to a few students who are completely unfamiliar with supply to get their comments as to simplicity and coverage.

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8. [ ] has returned from military leave.

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9. [ ] entered the hospital on 4 April for an operation and is expected to be away from the office for several weeks. There is no one available from the pool to help out during [ ] absence so work on kits will have to be reduced to a minimum.

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10. [ ] is presently on sick leave and is not expected back to the office until at least Thursday.

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